



Jackson State University Employee Tuition Remission (Update)

Effective Date: July 1, 2018
Revised Date: May 15, 2018
Responsible Office: Department of Human Resources
Admin. Division: Chief of Staff
People Affected: All Employees

3.3.1 Employee Tuition Remission

Non-probationary employees are encouraged to take advantage of the vast number of academic courses offered by the University's **Tuition Remission Program**. These courses offer a variety of opportunities for personal and professional career development.

Full-time staff of Jackson State University who qualify for admission may, with the approval of the immediate supervisor, have qualified tuition remitted for **up to six (6) undergraduate or graduate credit hours per semester (fall, spring, *summer) with a maximum of eighteen (18) credit hours per calendar year**. Credit hours taken in excess of the limits specified in this policy shall be paid for by the employee. Employees are responsible for identified program costs and fees not covered by the Tuition Remission program as identified under the Exclusions/Limitations section of this policy.

*[*Summer Session I and Summer Session II are combined for the purpose of administering tuition remission and counts as one semester (6 hours total can be taken)]*

Supervisors are authorized to allow employees to take coursework during their lunch hour, whenever possible (provided the course does not exceed the one hour allotted for lunch, which should be taken between the hours of 11:00 a.m. – 2:00 p.m.).

Undergraduate Tuition Remission – Eligible Dependents

Dependent Tuition Waivers – The Dependent Tuition Waiver employee benefit for the state institutions applies to all dependent children (as defined in Internal Revenue Code §152(c)(3)) of full-time faculty and staff of the universities. In order to receive an undergraduate tuition waiver for fifty percent (50%) of the total tuition, the dependent must gain admission to the university and make a formal written request to the Department of Human Resources. In cases wherein both parents or legal guardians are eligible employees, a tuition waiver of one hundred percent (100%) shall be provided to the dependent children. Dependent children of continuing employees hired prior to July 1, 1977, are eligible for full waiver of undergraduate tuition at the appropriate institutions pursuant to the grandfather clause included in the April 28, 1977, minutes of the IHL Board.

1. Continued Eligibility – A single, dependent child may receive an undergraduate tuition benefit (consistent with the continued employment of the parent or guardian) which may be continued until the degree requirements for one baccalaureate degree are met or until age twenty-five (25), whichever comes first.
2. Dependent tuition which is waived shall be based on the face value of the tuition, and shall be accounted for and reported in the appropriate functional category.

Employees not carrying dependent children on their health insurance plans may verify that a child is a dependent by showing a copy of their most recent tax **transcript**. **(Vision and Dental Insurance Plans may not be used as verification)**.

Grade Point Average Requirements

The tuition remission is renewable on a semester-by-semester basis, provided that a 2.5 grade point average is maintained. (For part-time students, the requirement is a 2.5 grade point average on each accumulation of 12 semester hours).

In the event the student fails to maintain the required 2.5 grade point average, he/she will be ineligible for the tuition remission until he/she can demonstrate a 2.5 overall grade-point average. For information on Employee Tuition Remission, please contact the Department of Human Resources.

Exclusions / Limitations

The following programs and fees are NOT included in the Tuition Remission program and are thereby the responsibility of the employee: Executive PhD Program, JSU Online Degree Programs, Intercession cost and fees, University Fees, general fees, technology fees, capital improvement fees, lab fees, and late fees. Books, supplies, room and board charges are not eligible for Tuition Remission.

Employees whose status is adjunct or temporary are not eligible for the Tuition Remission Program.